

Access Policy

This policy establishes the guidelines for patrons entering the Community Center to ensure a safe environment. All persons entering this facility must check in at the front desk and provide verification of membership at the Community Center or be an approved program or rental participant.

Check in Procedures

1. Member

Present membership card to the Front Desk Associate staff to be scanned and await approval to be granted access.

- **Membership Guest Day Pass-** All members that have a Conshohocken Community Center membership are eligible to use four (4) guest passes per month. Guest(s) must be 18 or older, or a parent/guardian must be present to sign a waiver form and remain on site. Guest(s) must be accompanied by a member at all times. Members are not permitted to leave their guest(s) at the facility unattended/unsupervised.

3. Program Participant

Check in immediately at the front desk. Participant's name must be on the program roster, unless the program allows onsite registration. Present payment (if applicable) if registering on-site. All persons participating in a specific program are confined to the specified area for the program designated by the Recreation Services Manager.

4. Under Age Use

- Child members under the age of 12 must be accompanied by a parent or guardian, or another member at least 18 years of age, at all times, or be an approved participant of a running program.
- Children aged 12-17 are eligible for a youth membership. A parent or guardian approval is required for the membership registration process, either in-person or online.

5. Rental Participant

Check in with the front desk associate to confirm your rental reservation and present final payment. Staff personnel will escort you to the designated facility rental space. Based on the need and terms of the rental contract, all persons participating in a rental agreement are confined to the specified area stated in their contract, and are not permitted to use other parts of the facility unless stated.

6. Visitors

- All persons must identify themselves to front desk staff upon entrance.
- The Community Center at the Fellowship House recognizes that persons may drop in to obtain information, sit in the lobby or use the restrooms. Visitor access is limited to the front lobby area of the facility. No exceptions will be made.
- The restrooms closest to the lobby may be utilized. If they are unavailable due to a program or rental, visitors must be escorted to the locker room restrooms by a staff member.
- Restroom access may be denied if a program or rental is taking place.
- Front lobby may be utilized by community visitors. However, use may be denied due to programs in the facility.
- Visitors may be asked to leave if they do not abide by facility regulations and code of conduct.

7. Trespassing/ Unauthorized Access

- Any person entering the facility unauthorized will be removed.
- For gym heat purposes, perimeter doors in the gym may be opened, but only by a staff member.
- Police will be called if warranted.